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UNITED STATES
DEPARTMENT OF AGRICULTURE
Soil Conservation Service



Washington, D. C.

February 18, 1943

FIELD MEMORANDUM SCS #1084

Re: Information Activity

TO ALL RANKING FIELD OFFICERS:

It has come to my attention that in some instances certain field employees of the Service feel that they may have been penalized in their efficiency ratings or in their consideration for promotions because they have been carrying on information activities not specifically mentioned but certainly inherent in their official job sheets. Apparently this practice has not developed at the regional level but has occurred at work levels below the regional office.

If this practice is very extensive, I consider it most unfortunate. Accurate, useful information work is one of the most important functions of the Service, and the employee who has those special capabilities which fit him to carry on information work should be rewarded rather than penalized. Although it is unnecessary to specify information work in the job sheets of the field men who perform this function, I do want the responsible officers of this Service to take whatever steps are necessary to insure that this activity is encouraged.

In other words, I want to re-emphasize the importance of information work in the program of this Service. Every employee of the Service has an information responsibility. Some of them don't know it, however. It is essential that this responsibility be recognized. Let's not be so impracticable as to forget that the pen is always a powerful weapon.

A handwritten signature in dark ink, appearing to be "H. B. ...".

Chief

